



Custer County School District C-1
STUDENT HANDBOOK
2017-2018

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DISCIPLINE PHILOSOPHY (BOBCAT BEHAVIORS)

We believe that effective and consistent student discipline is a prerequisite for sound educational practice and productive learning. The purpose of student discipline is to offer strong learning opportunities for students to exhibit appropriate behaviors while in a safe school environment.

Goals of the Custer County School District discipline program are:

1. To ensure a safe and effective learning environment for all students.
2. To guide students toward a sense of self-discipline and personal responsibility.
3. To have students develop ownership of their decisions through enforcing appropriate consequences related to their behaviors.
4. To create an environment of mutual respect between students, parents, and school employees.

Custer County School does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and section 504 may be referred to the school administrator, Principal, Custer County School, 709 Main St., Westcliffe, CO 81252, 719-783-2291. School board policies JII-R, AC, JH, & JICDE are included at the end of this handbook. Reporting/complaint forms may be obtained in the district administration office or the main school office. Completed reporting/complaint forms may be returned to any school administrator or to either school office. Any report or complaint will be addressed within eight school days from the date received.

Custer County School is a drug free workplace. All employees and students of the school agree to abide by the requirements in the Federal Drug-Free Workplace Act and Colorado State Law. (Policies ADC, GBEC, JICH)

School personnel are required by Colorado State Law to report any suspected cases of child abuse or neglect to the Department of Social Services. (Policy JLF)

Students do not shed constitutional rights at the schoolhouse gate; however, the scope of their rights is more limited. (Hazelwood School District v.. Kuhlmeier, 484 U.S.260 (1988))

Student Rights

1. To receive quality instruction appropriate to his/her ability level
2. To have adequate and appropriate personnel, materials, and resources
3. To attend those classes as offered by the Board of Education
4. To participate in appropriate and approved school activities in a safe, healthy, and positive environment
5. To be informed of all standards, expectations, and evaluation procedures

Student Responsibilities

1. To be present, on time, and actively engaged during all regularly scheduled classes
2. To refrain from disrupting the learning process
3. To follow the prescribed rules, regulations, guidelines, and policies of the district
4. To relate to others in a manner which is characterized by courtesy and respect for the property and person of others

5. To approach his/her involvement in the school with an attitude and spirit of cooperation

DISCIPLINE PROCEDURES

***MINOR OFFENSES (OFFENSES TO BE DEALT WITH BY CLASSROOM TEACHERS):**

1. Disrupting the learning process (examples may include: inattentiveness, excessive talking, note passing, etc.)
2. Profanity not directed at another individual
3. Excessive displays of affection
4. Being out of classroom without a planner (HS)
5. Dress code violation
6. Use of cell phone or other electronic devices outside of guidelines on page 11 of this document
7. Tardies (4 in one class per semester = serious offense)

****CONSEQUENCES FOR MINOR OFFENSES:**

The teacher should promptly handle minor offenses. **After the third minor offense, teachers must contact parents. After the 4th offense, students will be referred to the office.**

***SERIOUS OFFENSES:**

1. Verbal sexual harassment
2. Disrespect to a teacher or adult supervisor
3. Disrespect to another student/bullying/intimidation(any expression, act, or gesture that causes distress to students on school grounds[C.R.S. 22-32-109.1(2)(A)(X)])
4. Cheating/Dishonesty
5. Computer violations
6. Truancy (cutting class)
7. Personal threats that indicate harm to another person
8. Improper use of student vehicles
9. Providing false information to the school (forging a parent signature, etc.)
10. Possession, distribution, or use of tobacco or tobacco products, as defined in district policy ADC, on school grounds *
11. Possession of fireworks

* Tobacco products found on school grounds shall be confiscated and given to law enforcement to determine if they contain illegal chemical substances.

****CONSEQUENCES FOR SERIOUS OFFENSES:**

Serious offenses must be documented in writing and directed to the principal, who will notify parents. Administrative judgment regarding consequences may be used in any situation. However, the general discipline steps will be as follows:

- **First Serious** - Principal/student conference, parent contact, and detention.
- **Second Serious** - Principal/student conference, parent contact, and detention and/or up to one half day in-school suspension.
- **Third Serious** - Parent/student/principal conference, and up to five days of suspension. Full credit will be given for assignments missed during suspension.
- **Fourth Serious** - Suspension of three to five days.

- **Fifth Serious** – Suspension of five to ten days, and principal will initiate proceedings for expulsion in accordance with school policy.

***SEVERE OFFENSES:**

1. Defiance of authority
2. Discrimination against any student, teacher or adult supervisor – any remarks, gestures, or behaviors which devalue any person based on race, color, creed, national origin, gender, age, or handicap
3. Sexual physical contact
4. Fighting
5. Fire-setting or tampering with fire alarms or safety/security systems
6. Vandalism/theft/damage to school or personal property
7. Use, possession, or distribution of illegal chemical substances (including alcohol/marijuana or prescription drugs which do not belong to student)
8. Carrying, bringing, using or possessing a knife, regardless of the length of the blade. If a student discovers that he/she has brought or is in possession of a knife or other dangerous weapon, he/she must notify a teacher, administrator, or other authorized person in the school district immediately to avoid expulsion.
9. Substantive threats of bodily injury or against the life of any person
10. Habitual classroom disruption (3 or more - suspension assigned)

****CONSEQUENCES FOR SEVERE OFFENSES:**

Severe offenses will result in suspension and/or expulsion.

Intimidating or threatening behavior of any sort directed toward teachers or staff is a mandatory three-day suspension.

EXTREMELY SEVERE:

The following behaviors will result in expulsion.

1. Possession of a firearm (mandatory expulsion as per Colorado Revised Statute 22-33-106)
2. Possession of an actual or facsimile of a dangerous weapon (as defined by school district regulation JKD/JKE-E)
3. Robbery
4. Assault
5. Sale of illegal substances (including alcohol and marijuana)

***These categories are not exclusive and offenses are not limited to those listed. These are meant to serve as reasonable examples.**

****It is critical to remember that these steps do not have to be followed in order. As deemed appropriate by administrators, students may receive consequences at a higher level.**

Law Enforcement shall be notified when deemed necessary by school administration.

Violations of the above discipline code may also result in consequences per the extracurricular activities code of conduct (district policy JICDB) for students involved in extracurricular activities.

DETENTION / ISS GUIDELINES

The following are the guidelines for the Custer County Middle and High School detention/ISS. Failure to follow these guidelines will result in parent notification and may result in removal from detention/ISS and further disciplinary action.

1. Students should be involved in academic work or reading at all times. Students are responsible for bringing appropriate work to detention. Students will NOT be allowed to return to locker for materials. Lack of academic work will result in dismissal from detention and the next level of discipline assigned. In ISS, if students do not provide work, work will be assigned by a supervisory adult.
2. No talking will be allowed in detention/ISS. If a student needs the teacher's assistance, they should raise their hand.
3. Any form of electronics (ipods, mp3, cell phone, etc), food and drink are prohibited. (Students will be allowed restroom/water breaks and lunch. Students will be required to eat lunch in the ISS setting.)
4. There is a no-tolerance tardy policy for detentions. On Tuesday and Thursdays, detention will begin promptly at 4:05pm and end promptly at 5:00pm. One hour of detention may also be served via two lunch periods upon the student making arrangements with the building principal. **Students will NOT be admitted** late to detention. Detentions not served within 1 week will result in next level of discipline being assigned.
5. Sleeping or lying down of head is prohibited.
6. Students are responsible for arranging for transportation following detention. Students will not be allowed to loiter in the school building following detention.
7. All school rules are in effect during detention time.

ATTENDANCE GUIDELINES

In conjunction with Custer County School District C-1 attendance policies JH and JHB, the following guidelines have been developed to clarify attendance expectations. These guidelines highlight the consequence for excessive absences as well as potential rewards for positive attendance.

The school district, on an annual basis, will determine appropriate incentives and rewards for those students that have demonstrated excellent attendance patterns. Excellent attendance shall be defined as two or fewer days of absence during the year.

The following procedures shall be followed to help prevent excessive absenteeism. For the purpose of the guidelines below, both excused and unexcused absences shall be included.

1. After a student's fifth (5th) absence from one or more classes per semester, a letter from the building principal will be sent to the parent/guardian. This letter shall emphasize the importance of regular school attendance as well as explain the procedure followed by the district for excessive absences.
2. After the student's tenth (10th) absence from a class for the semester, the parent/guardian will be notified in writing to schedule a meeting with the building principal to devise a plan to improve attendance. Part of this plan will grant the building principal authority to determine whether or not future absences will be excused.
3. After the student's fifteenth (15th) absence from a class for the semester, the parent/guardian will be notified in writing that the student may be denied credit for that specific semester class.

4. After a student has been absent twenty (20) times from a class period in a semester, has four (4) unexcused absences in a month, or has ten (10) unexcused absences during the school year, the Superintendent will review the case and decide whether to make recommendation to the Board of Education to pursue legal action against the parent, as per requirements of Colorado Revised Statutes 22-33-104 and 22-33-107.

An unexcused absence is defined as an absence that is not covered by one of the exceptions listed in Custer County School District Policy JH. Make-up work shall be allowed following an unexcused absence with the goals of providing the student an opportunity to keep up with the class and an incentive to attend school. Students will receive full credit for sufficiently completed work. Students will also serve detention or in-school suspension upon accruing unexcused absences.

Unexcused tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Upon accruing four unexcused tardies for a given class period, in a semester, the student will receive one hour of detention. A fifth unexcused tardy will result in another hour of detention. All additional unexcused tardies will result in consequences determined by the building principal. Tardies to first period may be excused for inclement weather or other appropriate reasons as determined by school administration. Tardies will not be excused for any other class period.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class and the student proceeds to this class in a timely manner. Teachers shall honor passes presented in accordance with this procedure.

The district may require suitable proof regarding above exceptions including written statements from medical sources.

ARRIVING AT SCHOOL

Students may not enter/arrive at school before 7:30 am. There is no adequate supervision provided. We appreciate parent cooperation.

ATTENDANCE

Regular school attendance is critical. No child can be expected to be successful if attendance is irregular. Missing a day may mean that the child will miss the introduction or development of a necessary skill. Because of the importance of regular school attendance, please note the following:

1. A child should be in school every day that he/she is physically able. As a general rule, absences should occur only as a result of illness or injury and family emergencies. Every effort should be made to schedule doctor appointments on Fridays when students are not in school.
2. On mornings your child is not going to attend school, please call the school before 8:00 a.m. to let us know. We will attempt to call the parents of unexcused students between 8:00 and 9:00 a.m. to check on their well being. You can assist us by calling prior to that time so that we are assured of the safety of your child.
3. If we are unable to reach you, you must contact the school upon your child's return.

LEAVING SCHOOL

Students are not permitted to leave school grounds at any time during the school day without prior permission from the school office or a direct call from the office to the teacher. (Students **grades 11-12** may leave campus during earned lunch and free periods). If you must leave the building because of illness or any other emergency, **you must go to the office and get a pass before you leave campus.** Failure to follow the proper procedures will be considered an unexcused absence.

Returning to school from an absence:

Upon returning to school from **ANY absence**, students must **report to the office before 8:00 a.m. or before going to class if returning later in the day**. Students will have two days to make-up work for each day absent if it is excused. Absences will be assigned as excused or unexcused in the following fashion:

“ux” = Unexcused

“ex” = Excused (If complies with Colorado School Law 22-33-104, No. 1-4)

This information will go directly to the faculty each day.

HIGH SCHOOL STUDENT ABSENCES

For purposes of clarity of expectations, a class absence is defined as nonattendance for non-school related reasons for more than 10 minutes of class time.

1. Seniors will be allowed 2 days each school year for college visits.
2. Semester Testing Policy - All high school students will be required to take semester exams both first and second semester.

Makeup Work:

1. Students may receive credit for missed work for all absences.
2. When a student is absent, missed work will be available to the student as requested. **Students are responsible** for asking their teachers for any assignments they have missed while they were absent.
3. Students will have up to two school days to make up work for each day they are absent.
4. Students attending scheduled school activities or sporting events must make prior arrangements for assignments before leaving.
5. If a parent needs to pick up a student early from school, the parent will be expected to sign-out their child in the office first. Parents will receive a pass to present to the teacher.

EMERGENCY CLOSING OF SCHOOL

The following procedures will be followed in cases when the school is to be closed for the entire day or delayed start:

1. All school employees and students will be notified by a EZ School Msg. system call about closing.
2. KBVC radio station (104.1 FM) in Salida, KKTU - Channel 11 and KRDO TV stations in Colorado Springs, as well as the Custer County Schools and Custer County Community Facebook sites will be updated about any school closings.

The following procedures will be followed in cases when the school is to be dismissed earlier than at the regular time:

1. All bus drivers will be contacted and told of the dismissal time.
2. The Custer County Road Department will be notified about the early dismissal.
3. All parents who meet the bus at a stop other than their home will be contacted.

No child will be left at a stop if his/her parent is not there to meet the bus but will be brought back to town and left under the supervision of the school.

In case of severe weather or other circumstances, it may be necessary to delay the start of the school day or cancel it altogether. In these cases, staff and families will be notified by phone with as much warning as possible. It is extremely important that the school has your updated contact information for this purpose. Delayed starts will be 90 minutes after the normal start of school (9:30 am) and breakfast will not be served.

DRESS CODE FOR STUDENTS

Philosophy of our school dress code: The purpose of our dress code is to enhance the learning atmosphere of our school and never to distract students from the opportunity to have an excellent education. We expect our high standards of dress and appearance will reflect maturity, poise, good judgment, and Bobcat Pride. The following expectations are guidelines, and sometimes the enforcement may seem arbitrary. This dress code can only be truly effective if we have the support and cooperation from both students and their parents. **These guidelines are in effect during school hours, any co-curricular activities on and off school grounds, or any other school sponsored activities.**

Nothing is permitted which may create a health or safety problem. Nothing shall be allowed which causes a disruption to the educational process.

Guidelines for dress (Students will be required to change clothes or wear a T-shirt provided if dress code is not followed):

1. Footwear must be worn at all times.
2. Any clothing/jewelry that promotes violence, drugs, or causes disruption of the educational process is prohibited. Nothing may be worn which is profane or has a derogatory or sexual connotation. Any clothing/jewelry that carries a manufacturer's name, logo advertising, etc. of alcohol or tobacco products is prohibited.
3. All sleeveless blouses must have a minimum 1 in. strap (no spaghetti) and NO undergarments may be showing (front or back) including boxer shorts and sports bras. All shirts must reach the belt line -NO PORTION OF THE TORSO MAY BE SHOWING. Midriffs, ribs, backs, or cleavage must not be visible. No halter tops may be worn.
4. No spandex as external garments, except for appropriate athletic activities. If spandex pants, leggings, jeggings or yoga pants are worn, they must be worn with a top that extends to the top of the thigh, completely covering the derriere.
5. All skirts, dresses, and/or shorts must be below finger-tip length at all times. If a dress, skirt, or shorts must be constantly adjusted, THEN IT IS TOO SHORT and must not be worn.
6. Pants are to be worn at the waist at all times. If necessary to keep pants in place, please wear a belt. Boxer shorts or underwear are not to be ever visible in any position.
7. No head attire, such as hats or scarves, is permitted to be worn in the building during regular school hours from 8:00 – 4:00. This applies to male and female students. No warnings will be given about wearing hats in the building. When a supervisory adult asks a student to remove a hat, the hat will be given to the supervisory adult. The hat will then be brought to the office. Following the first offense, the student may retrieve the hat from the building principal at the end of the school day. For additional offenses, either a parent/guardian will be required to get the hat, or student may retrieve it on the last day of school. Exceptions may be made for religious beliefs that have been pre-approved with the administration.
8. Holes in clothing may not reveal skin unless below finger tips.
9. No sunglasses are to be worn in the building during regular school hours.
10. No pajama pants may be worn unless specified as special dress by school activity, such as Homecoming or dress-up day.

*Other clothing may be deemed inappropriate at the discretion of an administrator.

PUBLIC DISPLAY OF AFFECTION

The ONLY appropriate physical display of affection that is appropriate in the school building or on school property is holding hands. If a supervisory adult deems display of affection to be inappropriate, it is inappropriate.

REPORT CARDS

- High School: Report cards will be issued the week following each semester. The last report cards will be mailed to students after school is out.
- Elementary and Middle School: Report cards will be issued the week following the end of each quarter. The last report cards will be mailed to students after school is out.
- Parents can register to check your student's grades online on GoEdustar by contacting the school counselor.

MIDDLE SCHOOL AND HIGH SCHOOL ELIGIBILITY

The principal shall develop a procedure for the distribution of a weekly ineligibility list, and for the period of time that students who are ineligible will not be eligible to participate. Students who receive one failing grade and/or two 'D's for the week will not be eligible to participate. A weekly 'warning' list shall be distributed in conjunction with the ineligibility list following the same procedure. Students must be listed on the 'warning' and/or ineligibility list for a minimum of one week before they will not be eligible to participate. No ineligibility lists will be published the first three weeks of each semester. No warning list will be published the first two weeks of each semester. The activities director and/or principal will certify individual student eligibility. (Board Policy JJJ, JJJ-R) Our eligibility is done one week at a time, reported on Monday for that school week. Telephone notification will be made. If you have a student failing a class, please contact the teacher to see what can be done to help the student. Note: Eligibility to participate in interscholastic athletics shall be determined with reference to the Constitution and by-laws of the Colorado High School Activities Association and the rules and regulations of the school district.

CLASS PERIODS

The beginning and ending of each period will be indicated by the ringing of the class bells. The first class will start promptly at 8:00 am. Doors will be open at 7:30 am. A warning bell will ring at 7:55 am. When the bell sounds at the beginning of the period, students must be in their classrooms or be considered tardy. An interval of 3 minutes is allowed between classes for passing. High school has one 5 minute passing period in both the morning and afternoon.

SECONDARY HALL PASSES

Students are not permitted in the halls during class time unless they are accompanied by a teacher or have planners signed by an authorized staff member. **A student should not be allowed to leave a class without a planner.**

STUDENT ENROLLMENT/INFORMATION FORMS

Student Enrollment Information Forms, which give the school needed information in case of emergency, must be completed by parents and returned to the school office. Without these forms correctly completed, unnecessary delays may occur in treatment of emergency medical problems or ability to communicate with student's parents.

MEDICAL CARE

The administration and faculty will take reasonable precaution and action for the welfare of the student. A health aid will be on duty. Effort will be made to contact parents immediately and, when deemed essential, contact the family physician when serious sickness or injury occurs. Students who become ill during the school day will be sent to the health office **WITH A SIGNED PLANNER OR ELEMENTARY PASS**. The school is not obligated to furnish medical care to students. Parents are responsible for costs of emergency medical treatment of students. Student accident insurance is available supplemental to the student's insurance.

SECONDARY LOCKERS

Each student is assigned one locker for the storage of books and equipment. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. All lockers may be opened at any time by a school official (personal locks may be cut off for access). Locker combinations should never be shared. Students will be responsible to clean their own locker during the last week of school. Students will be financially responsible for any permanent damage to lockers. **If you do give your combination to anyone or your locker is left unlocked, the school cannot accept responsibility for lost or stolen items.**

LIBRARY

Prior permission must be received from the classroom teacher before individual students use the library facilities. Secondary students must have their signed planner. Elementary students must have an appropriate pass. Any unreturned books are the financial responsibility of parents.

PHYSICAL EDUCATION

Physical education is required unless excused by written request from the family physician. This request must specify what activities cannot be participated in, and the duration of the excuse. Specific physical education dress code is provided by the physical education teacher and must comply with district dress code. In addition, each student must wear athletic shoes to P.E. class. Students may only sit out of activities for two days with a parent/guardian excuse and then must obtain a written excuse from a doctor to be excused from participation in P.E. Middle school PE students must wear sleeved t-shirts and shorts must meet district dress code.

ELECTRONIC DEVICES

High school students may not use electronic communication devices during classroom instructional time. Middle school and Elementary students may not use electronic communication devices during the school day. Cell phones and other electronic communication devices in use during unauthorized times, unless approved by a classroom teacher, will be confiscated and given to the principal and may be retrieved after school on the first offense. A parent or guardian will be required to pick the cell phone for subsequent offenses. The office telephone is for school business and may only be used by students in an emergency with a signed planner. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. PLEASE be sure you have made after-school plans BEFORE leaving for school.

LUNCH PERIOD

K-10: Students may not leave school grounds during **lunch period without a pass from the office and only with the student's own parent/guardian.**

11-12: Open Campus for lunch is available to eligible students.

- **From the Opening of School Until September 4th:** Closed Campus for ALL Students.

- **September 4th:** Closed campus for remainder of year for **all freshmen and sophomores**; for 11th and 12th the "earned" privilege will be implemented for the remainder of the school year.
- Possible "earned" criteria includes (but is not limited to) eligibility, number of tardies/absences, office referrals, and/or growth on assessments.
- **All properly identified “Earned” Open Campus Students MAY ONLY USE ONE DOOR TO ENTER AND EXIT: The main front door of the building across from the main office.** Any exits or entrances used outside of the main front office door will result in an immediate loss of the "earned" open campus privilege for the remainder of the semester.

GUIDANCE AND COUNSELING SERVICES

The Custer County School guidance and counseling service is dedicated to the idea that school years should be satisfying, productive, and rewarding years. Counseling services are designed to help students gain self-understanding, so they may use their assets effectively and plan attainable goals for the future. In addition, students at risk of failing or dropping out of school may become a member of the SCBOCES - EARRS grant advisement program and receive additional student success support services.

GRADUATION REQUIREMENTS

Starting with the class of 2021, the following graduation requirements will be enforced:

Kit Carson Peak** 14,165' (Collegiate Route)	Crestone Needle 14,197' (Workforce Readiness)	Crestone Peak 14,294' (Individualized)*
Course requirements	Course requirements	Course requirements
English: 4 Credits	English: 4 Credits	English: 4 Credits
Math:	Math:	Math: 3 Credits
Algebra I 1 Credit	Algebra I 1 Credit	Social Science:
Geometry 1 Credit	Geometry 1 Credit	US History 1 Credit
Algebra II 1 Credit	(Choice course) 1 Credit	Economics/Gov 1 Credit
Trig/Pre-Calculus 1 Credit	Social Science:	Science: 2 Credits
Social Science:	US History 1 Credit	Physical Ed.: .5 Credit
US History 1 Credit	Economics/Gov 1 Credit	Health: .5 Credit
Economics/Gov 1 Credit	World History 1 Credit	Computer Basics: 1 Credit
World History 1 Credit	Science:	Personal Finance/ 1 Credit
Science:	Phys. Science 1 Credit	College Prep
Phys. Science 1 Credit	Biology 1 Credit	Reading Enrichment: 3 Credits
Chemistry/Anatomy 1 Credit	(Choice Course) 1 Credit	Electives: 11 Credits
Biology 1 Credit	Foreign Language: 1 Credit	Total Credits: 28 Credits
Foreign Language: 2 Credits	Physical Ed.: .5 Credit	Menu of College and Career-Ready Demonstrations
Physical Ed.: .5 Credit	Health: .5 Credit	Capstone
Health: .5 Credit	Computer Tech: 1 Credit	Concurrent Enrollment
Computer Tech: 1 Credit	Personal Finance/ 1 Credit	
Personal Finance/ 1 Credit	College Prep	

<p>College Prep Electives: 9 Credits Total Credits: 28 Credits</p> <div style="border: 1px solid black; padding: 5px;"> <p>**All students on this pathway must take an AP Class and an online class All students, regardless of path, must complete ICAP in order to be eligible for graduation.</p> </div> <p style="text-align: center;">Menu of College and Career-Ready Demonstrations</p> <p>Capstone Concurrent Enrollment ACT/SAT ASVAB Advanced Placement Accuplacer/CCPS NWEA</p>	<p>Electives: 11 Credits Total Credits: 28 Credits</p> <div style="border: 1px solid black; padding: 5px;"> <p>All students, regardless of path, must complete ICAP in order to be eligible for graduation.</p> </div> <p style="text-align: center;">Menu of College and Career-Ready Demonstrations</p> <p>Capstone Concurrent Enrollment ACT/SAT ASVAB Advanced Placement Accuplacer/CCPS NWEA</p>	<p>ACT/SAT ASVAB Advanced Placement Accuplacer/CCPS NWEA</p> <div style="border: 1px solid black; padding: 5px;"> <p>*Crestone Peak Pathway is by team (Principal, Guidance Counselor, SPED Teacher, Parent/Guardian) recommendation only. Specific aspects of the pathway must be approved by student and team.</p> <p>All students, regardless of path, must complete ICAP in order to be eligible for graduation.</p> </div>
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For classes of 2018, 2019, and 2019, a minimum of 28 units of credit are required to graduate:

- English - 4 credits required
- Social Studies – 3 credits required
- Science – 3 credits required
- Mathematics – 3 credits required
- Personal Finance – 1 credit senior year (online)
- P.E./Health - ½ credit required for each
- Technology - 1 credit required
- Electives – 12 credits required

Individual transcripts and earned credits are available from the school guidance counselor. Parents need to be aware that college entrance requirements vary.

REGISTRATION

Questions regarding change of registration for the following semester should be discussed with the school counselor.

SECONDARY DROPPING OR ADDING CLASSES

Changes in a student's schedule of classes may be made through the first 2 weeks of each semester. All changes must be made through the counselor. Emergency class changes after the deadline will occur only with the approval of the principal after discussion with the student and their parents/guardians.

STUDENT WITHDRAWAL FROM SCHOOL

Students must go through proper withdrawal process. This means meeting with the counselor, checking out of each class, turning in books/materials, and paying breakfast/lunch fees (if applicable) and fines. Failure to do so will result with the school withholding transcripts, diplomas and other important student records until the student is properly checked out.

DISCLOSURE TO MILITARY RECRUITING OFFICERS

Names, addresses and home telephone numbers of secondary students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.

CHILD ABUSE AND NEGLECT

School personnel are required by Colorado State Law to report any suspected cases of child abuse or neglect to the Department of Social Services.

SECONDARY SCHOOL ACTIVITIES

- | | |
|----------------------|--|
| MUSIC: | Concert choir, band, vocal, and instrumental groups |
| ATHLETICS: | Football, basketball, wrestling, baseball, track, cross country, cheer, girls golf (if available), and volleyball |
| DRAMATICS: | School drama production(s) and school musical |
| ORGANIZATIONS/CLUBS: | F.F.A., National Honor Society, HS and MS Student Council, Drama Club, MS History Club, Snowcats, and HS and MS Knowledge Bowl, and Custer's Calvary |

BUS TRANSPORTATION

In providing pupils with transportation, our foremost concern is the safety of students. Bus transportation is a privilege contingent upon proper behavior of students. Students are under school and bus rules once they board the bus. When children misbehave on the bus, the driver becomes distracted and the safety of students is jeopardized. Students riding school buses are expected to behave as follows:

1. Observe all school rules and follow directions of the bus driver.
2. Remain seated and face forward at all times when the bus is in motion.
3. Keep hands, feet, and objects to yourself and inside the bus.
4. Use quiet voices.
5. Bus drivers are encouraged to assign seats for the safety of all riders.

To ensure the safety of children, the following procedure will be used in dealing with student misbehavior:

1. Students will receive a verbal warning from the bus driver. A phone call will be made to the student's home indicating same.
2. If misbehavior continues, the bus driver will issue a written incident report to the principal. Further incidents may result in a Bus Behavior Contract or suspension of bus privileges, at the discretion of school administration.
3. Students must have a note to ride the bus home with another student or to get off at a stop other than their own. Without a note, the bus driver will take them to their usual destination. In emergency situations, you may call the school, and we will help you make arrangements.

TRANSPORTATION TO ACTIVITIES

Safety is essential to a good transportation system. Good student behavior on the bus is essential to safety. Students are expected to discipline themselves at all times so as not to distract the attention of the bus driver from his first duty - safe operation of the bus. Bus rules are:

1. Riding activity buses is a privilege granted to students.
2. Students who ride the bus will return on the bus. The one exception to this is a written note from the parent presented to the sponsor before the trip or parent request to the sponsor at the activity.
3. The sponsors act as the school authority, and all school rules will be enforced while on the bus or at the activity.
4. The bus driver has the authority to amend these rules as necessary to fit individual situations.
5. All students are required to ride school transportation to all sponsored athletic events and activities unless prior written permission has been obtained from the principal and coaches/sponsors have been notified.
6. During school sponsored activity trips, boys and girls must sit in different sections of the bus with sponsor seated between.

STUDENT ATTENDANCE AND PARTICIPATION IN ACTIVITIES

Students who are absent for the last half (after lunch) of any school day will not be allowed to take part in any activity (either practice or a contest) after school, except when pre-arranged approval is received from administration.

SECONDARY DANCES

Dances that are sponsored by the school are for the students of Custer County School. All school policies apply to dances. Anyone leaving the dance may not return. Students must sign-out with time noted when leaving the dance before it is finished.

High School Dances: Any outside dates must be signed up for approval by filling out and turning in a Guest Dance Pass, which may be picked up in the main office before the dance. Outside dates must be either high school students from another school or no older than 19 years of age. Dances must be scheduled on school calendar at least one week in advance.

Middle School: No guests are allowed.

HOMESCHOOL STUDENT PARTICIPATION

Homeschooled students are encouraged to enroll in at least two class periods in order for the district to receive partial funding to offset the cost of services provided.

Homeschooled students must provide emergency medical information, student information for, permission to treat, and a signed Code of Conduct in order to participate in school athletics or activities.

VEHICLES

It is a privilege for students to drive a vehicle to school. Students who abuse the privilege will not be able to bring their vehicles to school. Extreme caution must be exercised when driving on school property. All drivers must be aware and responsible for the safety of any children or other pedestrians in the parking lots and on school property. Students may only leave school in their vehicles during lunch, seniors on free period, or if they have a permit to leave from the school office. **Students are not to drive vehicles from the main parking lot to the vocational building for class. Students may not drive on the street behind the school.**

VISITORS

Although parents are always welcome to visit school at any time, please make an appointment with your child's teacher. For the safety of our children, all visitors must check in **ONLY** through the secure main school door and obtain a visitor's pass. **All visitors will be required to show a valid government picture ID in order to gain entrance into the school building.** Student visitors are not allowed to attend classes.

SECONDARY ADVISORY PROGRAM (Subject to change for the 2017-18 school year)

Each student's advisor will act as an advocate on his/her behalf by:

1. Instructing a specific curriculum which will include team building, peer relationships and friendships, communication skills, problem solving, models for decision-making, goal setting, abilities and interest inventories, community awareness, and career development.
2. Attempting to build a relationship with each student that is characterized by caring, trust, respect, and honesty.
3. Assisting student in achieving independence, strong self-esteem, sense of belonging, personal responsibility, interpersonal relationships and understanding, strong social skills, and developing more mature reasoning and values.
4. Assisting student in appreciating individual differences.
5. Helping student learn to work in a group and realize the need for getting along with others to meet individual and group needs and develop a sense of community.

6. Contributing to other team members' understanding of students' personality and academic strengths, weaknesses, and personal interests, which will positively impact learning and development.
7. Helping student develop appropriate attitudes toward competition and cooperation.

MIDDLE SCHOOL ACADEMIC PROMOTION

The middle school promotion policy has been adopted by the School Board. We believe that fundamental skills must be in place when a student enters high school. To simply pass students on without certain skills and knowledge is, in effect, setting them up for failure that can be perpetual. Our district strives to afford every student the opportunity for educational success. **In order to promote the values of hard work and responsibility, every middle school student must earn a minimum 60 percent cumulative average for their yearlong grade in each core class in order to advance to the next grade level for the following school year.** Grades for first, second, third, and fourth quarter are averaged to give the yearlong grade in a course. Core classes include mathematics, science, social studies, and language arts (reading and writing). If passing grades are not earned for the year in the core classes, the student and parents will be required to attend a conference with the principal to determine necessary requirements for promotion. **In addition, students will be required to have a combined GPA of at least 1.0 (60%) in their encore classes.** These include health, art, band, P.E., choir, drama, woodshop, Spanish, vocational agriculture or any other course that might be added to the overall curriculum.

AC

Nondiscrimination/Equal Opportunity

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and/or federal law.

This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB.

In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.

2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of district policy.

Annual notice

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the district are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, disability or need for special education services. With respect to employment practices, the district shall also issue written notice that it does not discriminate on the basis of age or genetic information. The announcement shall also include the name/title, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, the district's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

Harassment is prohibited

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by district employees, students and third parties, is strictly prohibited.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any district curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment (GBAA for employees and JBB for students) will apply to complaints alleging sexual harassment.

Harassing conduct may take many forms, including but not limited to:

1. verbal acts and name-calling;
2. graphic depictions and written statements, which may include use of cell phones or the Internet;
3. other conduct that may be physically threatening, harmful or humiliating.

Reporting unlawful discrimination and harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the district's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the district's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

District action

All district employees who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the district.

The district shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the district shall take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular district settings or activities, the district shall implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment shall be disciplined according to applicable Board policies and the district shall take reasonable action to restore lost educational or employment opportunities to the victim(s).

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and complaint process shall be referenced in student and employee handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution.

Students and district employees shall receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees shall receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

awareness of groups protected under state and federal law and/or targeted groups;
how to recognize and react to unlawful discrimination and harassment; and
proven harassment prevention strategies.

Adopted: September 10, 2013

LEGAL REFS.: 20 U.S.C. §1681 (*Title VII, Education Amendments of 1972*)

20 U.S.C. §1701-1758 (*Equal Employment Opportunity Act of 1972*)

29 U.S.C. §621 *et seq.* (*Age Discrimination in Employment Act of 1967*)

29 U.S.C. §701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)

42 U.S.C. §12101 *et seq.* (*Title II of the Americans with Disabilities Act*)

42 U.S.C. §2000d (*Title VI of the Civil Rights Act of 1964, as amended in 1972*)

42 U.S.C. §2000e (*Title VII of the Civil Rights Act of 1964*)

42 U.S.C. §2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)

34 C.F.R. Part 100

C.R.S. 2-4-401(13.5) (*definition of sexual orientation*)

C.R.S. 18-9-121 (*bias-motivated crimes*)

C.R.S. 22-32-109(1)(II) (*Board duty to adopt written policies prohibiting discrimination*)

C.R.S. 24-34-301(7) (*definition of sexual orientation*)

C.R.S. 24-34-301 *et seq.* (*Colorado Civil Rights Division*)

C.R.S. 24-34-401 *et seq.* (*discriminatory or unfair employment practices*)

C.R.S. 24-34-601 (*unlawful discrimination in places of public accommodation*)

C.R.S. 24-34-602 (*penalty and civil liability for unlawful discrimination*)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity

GBAA, Sexual Harassment

JB, Equal Educational Opportunities

Student Absences and Excuses

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

For purposes of this policy, a class absence is defined as non-attendance for non-school related reasons for more than 10 minutes.

Excused absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only which cannot be taken care of outside of school hours*.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Seniors will be allowed 2 days each year for college visits as excused absences.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 day allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state

law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Adoption: November 11, 2008

Revised: September 10, 2013

LEGAL REFS.: C.R.S. 22-14-101 *et seq.* (dropout prevention and student re-engagement)
C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time)
C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code)
C.R.S. 22-32-138 (6) (excused absence requirements for students in out-of-home placements)
C.R.S. 22-33-101 *et seq.* (School Attendance Law of 1963)
C.R.S. 22-33-105 (3)(d)(III) (opportunity to make up work during suspension)
C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)
C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)
1 CCR 301-67, Rule 2.01 (7) (definition of "dropout" student)
1 CCR 301-78 Rules 1.00 *et seq.* (standardized calculation for counting student attendance and truancy)

CROSS REFS.: IC/ICA, School Year/School Calendar/Instruction Time
JEA, Compulsory Attendance Ages
JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)
JFC, Student Withdrawal from School/Dropouts

JHB, *Truancy*

JK, *Student Discipline*

JKD/JKE, *Suspension/Expulsion of Students*

JLIB, *Student Dismissal Precautions*

File: JICDE

Bullying Prevention and Education

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by

means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.

8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Adopted: October 9, 2001

Revised: September 10, 2013

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) (*policy required as part of safe schools plan*)

CROSS REFS.: AC, *Nondiscrimination/Equal Opportunity*

JB, *Equal Educational Opportunities*

JBB, *Sexual Harassment*

JICDA, *Code of Conduct*

JICDD, *Violent and Aggressive Behavior*

JICJ, *Student Use of Electronic Communication Devices*

JK, *Student Discipline*

File: JII-R

Student Concerns, Complaints and Grievances

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations

5. Curricular programs
6. Unlawful discrimination
7. All others

Complaints may be initiated verbally or in written form. Within 8 school days of when a verbal complaint is received, the compliance officer will guide the complainant through the process of filing a written complaint, which will be dated and signed by the complainant. Forms for this purpose are available in the principals' offices. The complaint shall describe with reasonable specificity the nature of the complaint. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: Immediate supervisor of the individual. The building principal is the supervisor of the teachers; the appropriate director is the supervisor of the principal or support staff members.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. Board policies and regulations: Appropriate director.
5. Curricular programs: Appropriate director.
6. Unlawful discrimination: see Policies AC, ACE, JB, JBA, and JBB.
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the complainant within 8 school days. A written response will be given to the complainant within 8 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 8 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, appropriate director, superintendent, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 8 school days. A written response will be given to the complainant within 8 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 8 school days following the conference.

Complainants who are not satisfied with the resolution of the complaint within the school district have the option of contacting their local Office for Civil Rights of the U.S. Department of Education at:

US Department of Education
1244 Speer Blvd, Suite #310
Denver, CO 80204-3582

1-303-844-5695

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Custer County School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Custer County Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

*In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Custer County School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district: High School Principal ,
709 Main Street, Westcliffe, CO 81252, 719-783-2291*

Student Handbook

ACKNOWLEDGEMENT FORM

My student and I have reviewed the Custer County Student Handbook for the current year.

I understand that the Custer County Student Handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook. I have also read and I am aware of any policies or procedures outlined in this handbook.

Print Name of Student: _____

Parent or Guardian Printed Name: _____

Signature of Guardian or Parent: _____

Today's Date: _____

Student's Teacher: _____

**Please return this completed form, by removing from the handbook,
within 5 school days from receipt of the Student Handbook.**

Thank you!